. . . .

Class Specification
for the Classes:

DATA ENTRY OPERATOR I & II

Distinguishing Characteristics:

Data Entry Operator I: This class reflects responsibility for the operation of data entry equipment to enter and verify data from source documents into media suitable for electronic data processing. Duties include reviewing data (alphabetic and/or numeric) from a variety of source documents; selecting data to be entered into appropriate format(s); and entering the data using alphabetic/numeric data entry equipment.

Work is carried out in accordance with established procedures, standard practices and general instructions. There may also be frequent requirement for intense work activity to meet deadlines.

Data Entry Operator II: This class reflects responsibility for supervising and participating in the operation of data entry equipment to enter and verify alphabetic and/or numeric data from source documents into media suitable for electronic data processing.

Work involves supervision and participation in the day-to-day activities of a work unit performing data entry and/or verification tasks and in the control of jobs to ensure optimum efficiency of production and flow of work.

Examples of Duties: (Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)

1.   Reviews varied data (alphabetic and/or numeric) from a variety of source documents.

2.   Selects appropriate data to be entered into appropriate format(s).

3.   Enters data from source documents into media suitable for electronic data processing.

4.   Maintains time and production records.

5.   Maintains data entry equipment in good working order.

6.   Sorts, arranges and files source documents.

7.   May recall data from files to make necessary changes and/or corrections.

7.   May recall data from files to make necessary changes and/or corrections.

8.   Rejects and/or corrects inaccurately keyed information and/or data.

9.   Recognizes deficiencies in source documents.

In addition, for the class Data Entry Operator II:

1.   Plans, schedules, assigns work and participates in the day-to-day operations of a work unit performing data entry and/or verifying work.

2.   Coordinates workload distribution and timetable problems to expedite operational activities.

3.   Reviews work for accuracy and conformance to procedures and guidelines and initiates action to adjust or correct reported errors.

4.   Provides guidance to subordinates.

5.   Trains subordinates on operational and work procedures.

Knowledge and Abilities Required:

Data Entry Operator I:

Knowledge of: English grammar, spelling and arithmetic sufficient to carry out general office communications and activities; methods of operation of a computer keyboard to enter alphabetic and numeric data; use of reference sources necessary to interpret source material; data input/output requirements of equipment; and office practices and procedures.

Ability to: Read, understand and follow oral and written instructions; read fine type and numbers rapidly and accurately; perform arithmetic computations; operate equipment for data entry and/or verification purposes at an acceptable rate of speed and accuracy; use a ten-key numeric keypad by touch; maintain effective working relationships with others.

Data Entry Operator II: In addition to the knowledge and abilities identified above, applicants for this class must possess the following:

Knowledge of: Principles and practices of supervision.

Ability to: Plan, supervise, review and evaluate the work of subordinates.

This is an amendment to the class specifications for the classes Key Equipment Operator I and II approved on July 19, 1977; and a change in title to DATA ENTRY OPERATOR I & II.

Date Approved: October 25, 2007 _____
for MARIE C. LADERTA
Director of Human Resources Development